

HNC PROC 1000

Work Acceptance

Scope

This process defines the steps required for Huntsville Engineering and Support Center (HNC) to assess its capability to accept new work from both existing and new customers, and to establish authorities and procedures for work acceptance and assigning accepted work.

Policy

[DFAS-IN 37-1, Finance and Accounting Policy Implementation](#)

[DoD 7000.14-R, Department of Defense Financial Management Regulation](#)

[ER 5-1-10, Corps-Wide Areas of Work Responsibility](#)

[ER 5-1-11, U. S. Army Corps of Engineers Business Process](#)

[ER 37-1-26, Issuance and Acceptance of Project Orders](#)

[ER 37-2-10, Accounting and Reporting – Civil Works Activities](#)

[ER 1140-1-211, Support for Others: Reimbursable Work](#)

[Letter, CEMP-N, 8 Feb 01, Subject: Interim Guidance on Services for Federal Agencies and State and Local Governments](#)

[Thomas Amendment \(Section 211 of the Water Resources Development Act of 2000\)](#)

[WRDA 2000, Section 211, Interim Guidance on Services for Federal Agencies and State and Local Governments](#)

[15 U.S.C. § 1535, The Economy Act](#)

[33 U.S.C. 2323a § 234 of WRDA 96, Interagency and International Support Authority](#)

[10 U.S.C. § 3036, The Chief's Economy Act](#)

[10 U.S.C. § 6505, The Intergovernmental Cooperation Act](#)

Responsibility

HNC employees are responsible for notifying the appropriate Program Manager (PgM) or the Deputy for Programs and Technical Management (DPTM) when they receive inquiries for potential new work.

The DPTM is responsible for notifying/assigning new work to the appropriate Product Line Director.

The Product Line Director is responsible for notifying/assigning new work to the appropriate PgM.

The PgM is also responsible for:

- Accepting new work within their programs on behalf of HNC/USACE.
- The analysis of workload requirements and resources, and for presenting the findings to the Management Coordination Group (MCG).
- Advising the Product Line Director on the acceptability of work and assigning the work to the appropriate Project Manager, if accepted.
- Coordinating with the MSC Program Manager if the work is outside of HNC's Mission/Charter, Memorandum of Agreement (MOA) or Interagency Agreement (IAG).
- Informing customers when work cannot be accepted.

The MCG is responsible for resolving resource conflicts.

Distribution

Deputy for Programs and Technical Management (DPTM)

HNC Commander

Product Line Director

Program Manager (PgM)

Project Manager (PM)

P2 System Administrator

HNC Employee

Management Coordination Group (MCG)

Ownership

The Office of the Deputy for Programs and Technical Management (DPTM) is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

System References

[Acronyms and Glossary – REF 8000G](#)

[HNC Workload Analysis and Resource Leveling – HNC PROC 1020](#)

[Initiating a Project in P2 – HNC PROC 1030](#)

[PMP/PgMP Content – REF 8005G](#)

[Receipt of Funds – HNC PROC 1040](#)

[Team Establishment – HNC PROC 2020](#)

Activity Preface

This process is performed whenever new work is directed from HQUSACE or requested by an existing or new Customer. After work is accepted using this process, go to [Initiating a Project in P2 – HNC PROC 1030](#).

HNC Employee

1. Receive work request.

The initial work request should include sufficient information to develop a preliminary scope.

2. Forward work request to appropriate Program Manager.

If the appropriate Program Manager is apparent, go to Task #6. Otherwise, go to Task #3.

3. Forward work request to the Deputy for Programs and Technical Management (DPTM).

Deputy for Programs and Technical Management (DPTM)

4. Review and assign to appropriate Product Line Director.

Product Line Director (PLD)

5. Review and assign to appropriate Program Manager.

Program Manager (PgM)

6. Determine if work conforms to HNC Mission/Charter or approved in an existing Memorandum of Agreement (MOA) or Interagency Agreement (IAG).

For additional information, refer to [ER 5-1-10, Corps-Wide Areas of Work Responsibility](#)

- If work is for Federal agency, check authorities to support federal agencies, such as the following:

[15 U.S.C. § 1535, The Economy Act](#)

[10 U.S.C. § 3036, The Chief's Economy Act](#)

[33 U.S.C. 2323a § 234 of WRDA 96, Interagency and International Support Authority](#)

- If work is for State or local government or territory, check authorities to support non-federal entities, such as:

[10 U.S.C. § 6505, The Intergovernmental Cooperation Act \(ICA\)](#)

- If work is to be done under the ICA, ensure compliance with the Chief's guidance:

[Letter, CEMP-N, 8 Feb 01, Subject: Interim Guidance on Services for Federal Agencies and State and Local Governments](#)

**If work conforms to HNC Mission/Charter, MOA or IAG, go to Task #7.
Otherwise, go to Task #A-1.**

7. Determine if work is from an existing customer or a new customer.

If work is from an existing customer, go to Task #8. Otherwise, go to Task #AA-1.

8. Determine if there is an existing Memorandum of Agreement (MOA) or Interagency Agreement (IAG).

If there is a MOA / IAG, go to Task #11. Otherwise go to Task #9.

9. Determine if work is recurring

If work is recurring, go to Task #10. Otherwise go to Task #11.

10. Take actions to establish MOA / IAG in accordance with HNC procedures.
11. Define Program/Project workload requirements.
12. Transmit work requirements and coordinate with Resource Provider to determine if adequate resources are available.

Stop and complete [HNC Workload Analysis and Resource Leveling – HNC PROC 1020](#).

13. Receive and review workload analysis for conflicts.

If there is a resource conflict, go to Task #15. Otherwise, go to Task #14.

14. Determine if project workload requirements exceed minimum Management Coordination Group (MCG) review criteria.

If new project workload requirements exceed minimum MCG criteria for review, go to Task #15. Otherwise, go to Task #19.

15. Present project requirements and resource availability to MCG.

Management Coordination Group (MCG)

16. Review project workload and requirements.
17. Determine if resources are available.
18. Resolve conflicts, if required.

If resources are available, go to Task #19. Otherwise, go to Task #23.

Program Manager (PgM)

19. Accept work at HNC.

Proceed to Task #20 concurrently with Task #21.

20. Assign work and notify Project Manager.

End of activity.

Proceed to [Initiating a Project in P2 – HNC PROC 1030](#).

21. Notify customer of work acceptance and invite customer to participate as a Project Delivery Team (PDT) member.

Customer

22. Receive notification of work acceptance and invitation to participate as a PDT member.

End of activity.

Program Manager (PgM)

23. Coordinate within the Regional Business Centers (RBCs) to evaluate availability of resources.

Regional Business Centers (RBCs)

24. Determine if resources are available and reply to PgM.

If resources are available, return to Task #19. Otherwise, go to Task #25.

Program Manager (PgM)

25. Inform MCG that resources are not available to do the work.

Management Coordination Group (MCG)

26. Inform HNC Commander that resources are not available to do the work.

If the HNC Commander concurs that the resources are not available, go to Task #27. Otherwise, return to Task #8.

Program Manager (PgM)

27. Inform the customer that HNC cannot accept requirements due to resource constraints.

Customer

28. Receive notice that USACE cannot perform the work.

End of activity.

The following task numbers (A-1 through A-4) describes the process to be used for brokering the work if work does not conform to HNC Mission Charter, MOA or IAG.

Program Manager (PgM)

A-1. Contact the appropriate CE organization about brokering the work.

If other CE organizations will allow HNC to broker the work, go to Task #8. Otherwise, go to Task #A-2.

A-2. Notify customer of desire to transfer work within USACE.

Customer

A-3. Receive notification of USACE desire to transfer work assignment.

If customer agrees to transfer work, go to Task #A-4. Otherwise, this ends HNC involvement and is the end of activity.

Program Manager (PgM)

A-4. Transfer responsibility to appropriate CE organization.

End HNC Involvement.

The following task numbers (AA-1 through AA-5) describes the process to be used for obtaining waivers from Thomas Amendments if new work is not from an existing customer.

Program Manager (PgM)

AA-1. Determine if work meets requirements of Thomas Amendment.

Refer to [WRDA 2000, Section 211, Interim Guidance on Services for Federal Agencies and State and Local Governments](#) for requirement details.

If Thomas Amendment requirements are met, go to Task #8. Otherwise, go to Task #AA-2.

AA-2. Request waiver from Thomas Amendment through Headquarters USACE or decline work.

HQUSACE

AA-3. Receive waiver request, review and provide answers.

If a Thomas Amendment waiver is received, return to Task #8. Otherwise, go to Task #AA-4.

Program Manager (PgM)

AA-4. Inform customer that USACE cannot accept work due to constraints of the Thomas Amendment.

Customer

AA-5. Receive notice that USACE cannot perform the work.

End HNC Involvement.

